

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 8/12/16 lm

ANNOUNCEMENT NO. 74

MASTER PLAN EXAMINER

(NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON COMPETITIVE** examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$23,647.11 to \$112,409.91 per Year.** The estimated salary for this position is \$31.31 per hour.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, AUGUST 19, 2016 UNTIL 4:30 P.M. ON THURSDAY, SEPTEMBER 15, 2016.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, SEPTEMBER 15, 2016.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Under the supervision of the designated Chief Building Official for the City of Cleveland and the Commissioner of the Division of Construction Permitting, reviews commercial and residential construction documents for conformance to the Ohio Building Code, Residential Code of Ohio, Cleveland Zoning Code, and the Cleveland Codified Ordinances. Prepares correction letters, adjudication orders, and plan approval letters. Provides code consultation with applicants, design professionals, contractors, and developers. Represents the Department of Building and Housing at hearings and meetings including the Board of Building Standards and the Board of Zoning Appeals. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A Bachelor's Degree in Architecture or Engineering from a four year accredited college or university is required. Five years of full time paid experience in building design and construction for buildings or structures within the scope of groups regulated by the rules of the Ohio Board of Building Standards (OBBS) OR five years of full time paid experience in plan review is required. Must have a State of Ohio Architect License or Professional Engineer's License. OBBS Interim Certification as a Master Plan Examiner as well as an Interim Certification as a Residential Building Official or Residential Plan Examiner are required, full certifications are preferred. It is expected that full Certifications will be secured during the period of time authorized by OBBS. The Interim Certifications and ultimately the full Certifications must be maintained throughout employment. A valid State of Ohio Driver's license is required. Must be computer proficient using Word, Excel, and Microsoft Office. Must be able to lift and carry 30 pounds.

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT CHECKLIST: READ CAREFULLY

MUST MEET MINIMUM QUALIFICATIONS OF POSITION
APPLICATIONS **MUST** BE RETURNED IN PERSON BY THE APPLICANT!!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

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| DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGES OF ADDRESS. FAILURE TO DO SO WILL RESULT IN YOUR REMOVAL FROM THE LIST | DONE |
| COMPLETED APPLICATION FORM (DO NOT STATE "SEE ATTACHED RESUME"). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS | |
| SIGN AND DATE THE COMPLETED APPLICATION (It does NOT have to be notarized). | |
| PROOF OF ALL COLLEGE DEGREES LISTED IN THE APPLICATION (copies of diploma and/or official transcripts). (A Bachelor’s Degree in Architecture or Engineering from a four year accredited college or university is required.) | |
| CURRENT RESUME OR OTHER INFORMATION IN YOUR APPLICATION INDICATING THE <u>REQUIRED</u> EXPERIENCE . (FIVE YEARS OF FULL TIME PAID EXPERIENCE IN BUILDING DESIGN AND CONSTRUCTION FOR BUILDINGS OR STRUCTURES WITHIN THE SCOPE OF GROUPS REGULATED BY THE RULES OF THE OHIO BOARD OF BUILDING STANDARDS (OBBS) OR FIVE YEARS OF FULL TIME PAID EXPERIENCE IN PLAN REVIEW IS REQUIRED.) | |
| COPY OF VALID STATE OF OHIO DRIVER’S LICENSE. | |
| THE THREE (3) CARDS IN THE APPLICATION <u>MUST</u> BE COMPLETED (This includes the job classification on the top line of each card as well as your name and address. <u>Leave ID number blank</u> ; we will assign this to you.) | |
| COPY OF PROFESSIONAL LICENSE(S) OR CERTIFICATIONS. (MUST HAVE A STATE OF OHIO ARCHITECT LICENSE OR PROFESSIONAL ENGINEER’S LICENSE. OBBS INTERIM CERTIFICATION AS A MASTER PLAN EXAMINER AS WELL AS AN INTERIM CERTIFICATION AS A RESIDENTIAL BUILDING OFFICIAL OR RESIDENTIAL PLAN EXAMINER ARE REQUIRED, FULL CERTIFICATIONS ARE PREFERRED.) | |
| Any other information or materials that demonstrate your qualifications and experience for this position. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT’S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED <u>EACH</u> OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required. | |

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.